



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 08-51

17 December 2008

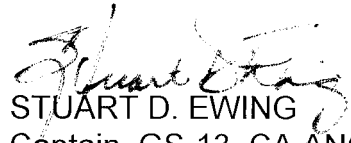
REVIEW AND UPDATE BENEFICIARY FORMS

EXPIRES: 31 December 2009

1. It is time to review and update your beneficiary forms, as needed. Unless you are absolutely sure your beneficiary forms have your designations current, you should update them.
2. The following four separate and distinct beneficiary Standard Forms (SF) for technicians serving permanent and indefinite appointments should be reviewed:
 - a. Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee, SF1152. This form designates the beneficiary of the technician's last pay check, unused annual leave, and any other compensation due. (This form is also used for temporary technicians.)
 - b. Designation of Beneficiary, Federal Employees' Group Life Insurance (FEGLI) Program, SF2823. This form designates life insurance beneficiaries and distributions by percentage, as well as designation order.
 - c. Designation of Beneficiary, Civil Service Retirement System (CSRS), SF2808. This form is for technicians in the CSRS retirement system and designates the beneficiary of accrued retirement funds and death benefits.
 - d. Designation of Beneficiary, Federal Employees Retirement System (FERS), SF3102. This form is for technicians in the FERS retirement system and designates the beneficiary of accrued retirement funds and death benefits.
 - e. Thrift Savings Plan (TSP), Designation of Beneficiary, TSP-3. This form is for technicians eligible to participate in the TSP and designates the beneficiary of accrued TSP funds.
3. SF Forms may be found at: <http://www.opm.gov/insure/life/beneficiary/designate.asp>.
4. Completed forms should be forwarded to Human Resources Office, Customer Services (Box 37) or mailed to: Joint Force Headquarters, Attn: CAJS-J1-HR-CS, 9800 Goethe Road (Box 37), Sacramento, CA 95827-9101.

TAAI 08-51, dated 17 December 2008
SUBJECT: Review and Update Beneficiary Forms

5. Questions may be directed to your appropriate Remote Designee. You may also contact 2LT William Anderson at CAGNET 6-3256, DSN 466-3256, (916) 854-3256, or email at william.l.anderson1@us.army.mil; or Ms. Bobbi LeBallister at CAGNET 6-3062, DSN 466-3062, (916) 854-3062, or email at bobbi.leballister@us.army.mil.



STUART D. EWING
Captain, GS-13, CA ANG
Human Resources Officer

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